

Westphalia Township Hall

RENTAL POLICY

THE HALL RENT

The Westphalia Township Hall is available for rent for both residents and non-residents:

Resident fee:	\$150
Non-resident fee:	\$200

Reservations will be accepted by phone but will be considered “non-confirmed” until the rental fee and a copy of the renter’s Home Owner’s Insurance Policy and/or a Special Events Liability Policy for the event date is received by the township clerk. This policy needs to be faxed, emailed or mailed to the Township Clerk. Failure to do so will result in no rental.

Westphalia Township Clerk:

Phone:	989-587-3411
Fax:	989-587-3153
Email:	wtclerk@hotmail.com
Address:	PO Box 429, Westphalia, MI 48894

The rental period is considered midnight to midnight of the rental date. All event preparation and cleanup must be accomplished within this time period. Please follow the Cleanup Checklist after the event. An additional cleanup fee equal to the rental fee may be assessed if the post event inspection concludes that the checklist was not followed.

Attaching decorations to walls, doors or windows is prohibited.

Smoking is not permitted anywhere in the township hall.

Pets are not permitted in the township hall.

WHAT THE RENTAL INCLUDES

The capacity of the hall is 100 persons. The hall is equipped with the following items for your use:

- Kitchen area with microwave, refrigerator and range.
- Coffee maker and basic serving utensils (can openers, serving spoons, etc.)
- Kitchen and Bathroom cleaning supplies.

Westphalia Township Hall

CLEAN UP CHECKLIST

AT THE CONCLUSION OF YOUR EVENT:

1. Clean any spills in the kitchen area; including in the refrigerator, freezer, microwave and oven.
2. Make sure that bathrooms are clean of any spills and garbage removed.
3. All food and beverages must be removed from the building, and all garbage must be bagged and removed from the premises.
4. Sweep floors, mop soiled areas.
5. Clean and replace the tables and chairs in the storage room exactly as you found them.

BEFORE LOCKING THE BUILDING:

6. Turn the heat down to 60 degrees or the air conditioner to 72 degrees.
7. Make sure all the stove top burners and the oven are off.
8. Return all cleaning supplies to the maintenance room.
9. Turn off all lights.

MAKE SURE ALL DOORS ARE LOCKED, RETURN KEYS TO WESTPHALIA TOWNSHIP CLERK.

RETURN KEYS BY PLACING IN AN ENVELOPE WITH THE RENTERS NAME ON IT AND DROPPING IN THE TWP FIRE HALL BLACK MAILBOX OUTSIDE THE FIRE HALL.

Westphalia Township Hall

RENTAL HALL AGREEMENT

EVENT INFORMATION

Date of Use: _____

Event is being sponsored by: Individual Business/Organization

Contact Person's (Renter) Name*: _____

*Contact person must be the responsible party for the event and must be present on the day of the event.

Organization (if applicable): _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Other Phone: _____

EVENT DETAILS

Is your event open to the public? Yes No

If yes, what is estimated number of attendees? _____

Will food or beverages be served? Yes No

Will alcohol be served? Yes No

Where alcohol is being served the renter hereby gives assurance that he/she is fully responsible for seeing that a) no minor is served, and b) no excessive consumption of alcohol occurs.

Smoking is not allowed anywhere within the Township Hall.

AGREEMENT OF INDEMNITY

Renter agrees to indemnify Westphalia Township from and against any and all claims, debts, demands, or obligations that may be made against Westphalia Township in connection with the renter's use of the Township Hall. If it becomes necessary for the Township to defend any action seeking to impose any such liability, Renter will pay to Westphalia Township all costs, judgments, and reasonable attorney fees incurred by the Township in effecting such defense.

Signature of Renter: _____ Today's Date: _____